

SICK LEAVE REVIEW FORM

(Employee Name)

(S.S. #)

(Agency Code)

_____ A review of your leave record indicates that you had 6 undocumented occasions of
of sick leave for the period of _____ to _____.
(Date) (Date)

_____ A review of your leave record indicates that you have a consistent pattern of
maintaining a zero or near zero balance of sick leave without documentation of the
need for such relatively high utilization.

_____ A review of your leave record indicates that usage is appropriate.

STEPS TAKEN TO CONTROL SICK LEAVE USAGE

_____ Orally Counseled Employee on _____
(To be kept in supervisor's working file)

_____ Written counseling of Employee on _____
(Send to Jennifer English - for inclusion in employee's medical file – Room 110B
Office of Human Resources Administration, Baltimore, MD 21201)

_____ One-Day Documentation Requirement imposed for period of _____ to _____
(Send to Human Resource Officer for inclusion in employee's personnel file
(Copy to Jennifer English in employee's medical file)

_____ Refer to State Medical Director for Workability
(Contact Jennifer English at 410 767-5532 regarding referrals)

_____ Impose other disciplinary action
(Prior to imposing discipline contact your Human Resource Officer or Employee
Relations Representative)

Employee's signature

Date

INSTRUCTIONS FOR COMPLETING THE DHMH 1817

Each supervisor may counsel employees who have had 6 or more undocumented occasions of sick leave usage in a 12-month period. Any sick leave or in-lieu of sick leave taken that is not supported by medical documentation regardless of the duration is considered an occasion of undocumented sick leave, unless the employee has a current FMLA or medical documentation in their Personnel Medical File verifying a "Chronic Medical Condition." An employee who works less than his/her full work day due to having to provide care for a member of the employee's immediate family shall not be required to provide documentation and the absence is not considered an occurrence of sick leave.

Because of the deadline submission for timesheets an employee may have been coded undocumented sick leave for an absence and when the employee returned to work they submitted documentation for the absence but the original submission of the timesheet was never changed. It is the supervisor's responsibility prior to meeting with their employees to insure that the information generated on the report is accurate and that the employee in fact did have 6 or more undocumented occurrences of sick leave usage.

- Notes regarding oral counseling are to be kept in a supervisor's working file.
- Written counseling of an employee's sick leave usage for employees working in headquarters and Health Departments without independent Human Resource Directors are to be sent to Jennifer English for inclusion in the official medical file.
- One-day documentation requirements are to be sent to the Human Resource Officer for inclusion in the official Personnel File. If you are unsure if an employee may be placed on a one-day documentation requirement, contact either Jennifer English at 410 767-5532, or your Human Resource Officer.
- Referrals to the State Medical Director for Workability Exams. Questions regarding referrals to State Medical Director should be directed to Jennifer English, Administration Unit-OHR at 410 767-5532.
- Prior to imposing any form of discipline on an employee for sick leave usage, you must contact your Human Resource Officer, or the Employee Relations Unit at 410 767-5466.